



PREREQUISITES, COREQUISITES, AND ADVISORIES

Prerequisites, corequisites, advisories, and limitations are necessary to ensure that students succeed in their coursework and have access to the courses they require. It is important to have prerequisites in place where they are a vital factor in maintaining academic standards. It is also necessary to ensure that prerequisites, co-requisites, advisories, and limitations do not constitute unjustifiable obstacles to student access and success. Therefore, to foster the appropriate balance between these two concerns, the Education Code requires that prerequisites, co-requisites, advisories, and limitations be established based solely on content review or content review with statistical validation.

- I. Information in the Catalog:** The college shall provide the following explanations in the college catalog:
 - a. Definitions of prerequisites, co-requisites, and advisories, including the differences among them and the specific prerequisites, co-requisites, and limitations on enrollment that have been established
 - b. Procedures for a student to challenge prerequisites, co-requisites, and limitations on enrollment. The information about challenges must include, at a minimum, the specific process including any deadlines, the various types of challenge that are established in law, and any additional types of challenge permitted by the college
- II. Challenge Process**
 - a. Any prerequisite or corequisite may be challenged by a student on one or more of the grounds identified in Title 5, section 55003(m)
 - i. The student shall bear the initial burden of showing that grounds exist for the challenge. The student must complete the Prerequisite Challenge form available in the Office of Admissions. In such instances the student must be prepared to give written evidence of justification why the challenge should be granted. Challenges must be filed no later than the first day of instruction.
 - ii. Challenges shall be resolved within five (5) working days and, if the challenge is upheld or the district fails to resolve the challenge within the five (5) working day period, the student shall be permitted to enroll in the course. There is no obligation to honor a student's preferences as to time, day, location or instructor for a course.
 - b. Grounds for challenge include the following:
 - i. The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites and corequisites.
 - ii. The prerequisite or corequisite is in violation of Title 5, Section 55003, Policies for Prerequisites, Corequisites, and Advisories on Recommended Preparation.

- iii. The prerequisite or corequisite is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner.
- iv. The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
- v. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available.

III. **Curriculum Review Process:** The curriculum review process at the college shall at a minimum be in accordance with all the following:

- a. Establish a curriculum committee and its membership in a manner that is mutually agreeable to the college administration and the academic senate.
- b. Establish prerequisites, co-requisites, and advisories on recommended preparation (advisories) only upon the recommendation of the academic senate except that the academic senate may delegate this task to the curriculum committee without forfeiting its rights or responsibilities under Title 5 Sections 53200-53204 and within the limits set forth in Title 5 Section 55003.
- c. Establish prerequisites, co-requisites, advisories on recommended preparation, and limitations on enrollment only if:
 - i. The faculty in the discipline or, if the college has no faculty member in the discipline, the faculty in a closely related discipline, do all of the following:
 - 1. Approve the course; and,
 - 2. As a separate action, approve any prerequisite or corequisite, only if; The prerequisite or corequisite is an appropriate and rational measure of a student's readiness to enter the course or program as demonstrated by content review including, at a minimum, all of the following;
 - a. Involvement of faculty with appropriate expertise;
 - b. Consideration of course objectives set by relevant department(s). The curriculum review process should be done in a manner that is in accordance with accreditation standards.
 - c. be based on a detailed course syllabus and outline of record, tests, related instructional materials, course format, type and number of examinations, and grading criteria;
 - d. specification of the body of knowledge and/or skills which are deemed necessary at entry and/or concurrent with enrollment;
 - e. identification and review of the prerequisite or co-requisite which develops the body of knowledge and/or measures skills identified under iv.
 - f. matching of the knowledge and skills in the targeted course (identified under iv.) and those developed or measured by the prerequisite or co-requisite (i.e., the course or assessment identified under v.); and
 - g. maintain documentation that the above steps were taken.
 - 3. Approve any limitation on enrollment that is being established for an honors course or section, for a course that includes intercollegiate

competition or public performance, or so that a cohort of students will be enrolled in two or more courses, and, in a separate action, specify which.

4. Approve that the course meets the academic standards required for degree applicable courses, non-degree applicable courses, non-credit courses, or community service respectively.
 5. Review the course outline to determine if a student would be highly unlikely to receive a satisfactory grade unless the student had knowledge or skills not taught in the course. If the student would need knowledge or skills not taught in the course itself, then the course may be approved for degree applicable credit only if all requirements for establishing the appropriate prerequisite have been met excepting only approval by the curriculum committee
 6. Review the course outline to determine whether receiving a satisfactory grade is dependent on skills in communication or computation. If receiving a satisfactory grade is sufficiently dependent on such skills, then the course may be approved for degree applicable credit only if all requirements have been met for establishing a prerequisite or co-requisite of not less than eligibility for enrollment to a degree-applicable course in English or mathematics, respectively.
 7. A course which should have a prerequisite or corequisite as provided in (5) or (6) but for which one or more of the requirement for establishing a prerequisite have not been met may only
 - a. Be reviewed and approved pursuant to the standards for non-degree applicable credit, non-credit, or community service; (Section 55002) OR
 - b. Be revised and reviewed as required to meet the criteria for establishing the necessary prerequisites or corequisites.
- ii. The curriculum committee also reviews the course and prerequisites in a manner that meets each of the requirements specified above.
 - iii. If the District chooses to use content review as defined in Title 5 of the Coe of California Regulations section 55000(c) to define prerequisites and corequisites in reading, written expression, or mathematics for courses that are degree applicable and are not in a sequence, it must adopt a plan consistent with Title 5 section 55003(c).
- d. **Program Review.** As a regular part of the program review process or at least every six years, except that the prerequisites and co-requisites for vocational courses or programs shall be reviewed every two years, the college shall review each prerequisite, co-requisite, or advisory to establish that each is still supported by the faculty in the discipline or department and by the curriculum committee and is still in compliance with all other provisions of this policy and with the law. Any prerequisite or co-requisite that is still supported shall be reviewed promptly thereafter to assure that it is in compliance with all other provisions of this policy and with the law

- e. **Implementing Prerequisites, Co-requisites, and Limitations on Enrollment.** Implementation of prerequisites, co-requisites, and limitations on enrollment must be done in a consistent manner and not left exclusively to the classroom instructor. Every attempt shall be made to enforce all conditions a student must meet to be enrolled in the course through the registration process so that a student is not permitted to enroll unless he/she has met all the conditions or has met all except those for which he/she has a pending challenge or for which further information is needed before final determination is possible of whether the student has met the condition.
- f. **Instructor's Formal Agreement to Teach the Course as Described.** Each college shall establish a procedure so that courses for which prerequisites or co-requisites are established will be taught in accordance with the course outline, particularly those aspects of the course outline that are the basis for justifying the establishment of the prerequisite or co-requisite. The process shall be established by consulting collegially with the local academic senate and, if appropriate, the local bargaining unit.

IV. **Courses Exempt from Content Review** Title 5 subdivision (e) of section 55003 specifies the conditions under which a prerequisite or co-requisite does not need to be subject to either content review or content review with statistical validation:

- a. It is required by statute or regulation; or
- b. It is part of a closely-related lecture-laboratory course pairing within a discipline; or
- c. It is required by four-year institutions; or
- d. Baccalaureate institutions will not grant credit for a course unless it has the particular communication or computation skill prerequisite.

V. **Review of Individual Courses** If the student's enrollment in a course or program is to be contingent on his or her having met the proposed prerequisite(s) or co-requisite(s), then such a prerequisite or co-requisite must be established as follows. If enrollment is not blocked, then what is being established is not a prerequisite or co-requisite but, rather, an advisory on recommended preparation and must be identified as such in the schedule and catalog.

Establishing advisories does not require all the following steps.

- a. **Advisories on Recommended Preparation:** The college may recommend that a student meet a standard of readiness at entry only if recommended by the faculty in the discipline or department and by the curriculum committee as provided in above. This process is required whether the college describes such recommendations in its catalog or schedule as "prerequisites," or "recommended," or by any other term.
- b. **Limitations on Enrollment:** The types of limitation on enrollment specified below may only be established through the curriculum review process by the discipline or department faculty and the curriculum committee specified above including the requirement to review them again at least every six years; for example, as part of program review. The following requirements must also be met in order to establish these particular limitations on enrollment
 - i. **Performance Courses.** The college may establish audition or try-out as a limitation on enrollment for courses that include public performance or intercollegiate competition such as but not limited to band, orchestra, theater, competitive speech, chorus, journalism, dance, and intercollegiate athletics provided that

1. Limitations on enrollment established as provided for performance courses shall be reviewed during program review or at least every six years
 - i. **Blocks of Courses or Sections.** Blocks of courses or blocks of sections of courses are two or more courses or sections for which enrollment is limited in order to create a cohort of students. Such a limitation on enrollment may be established if, in addition to review by the faculty in the discipline or department and by the curriculum committee as provided above, there is another section or another course or courses that satisfy the same requirement.

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